



***November 6, 2014 – 5:30p. Putnam County Justice Center
Room to be determined based on court schedule***

***5:30p – 6:150p Events and Operations Committees meet
Review list of tasks, have committee members sign up for tasks, and
select a secretary to take notes and report at board meeting.***

***6:15p – 7:00p Sponsorship and Marketing Committees meet
Review list of tasks, have committee members sign up for tasks, and
select a secretary to take notes and report at board meeting.***

7:00p Full Board Meets

***Prayer
Minutes/Financials
Accept the Agenda***

Agenda Items:

***New Board Member Mentors
Badges***

New Business

- Report from 4th of July Committee: Barbara, Jerry, Wes and
Report from Events Committee: David and Patsy
Report from Operations Committee: Tephany and Jane
Report from Sponsorship Committee: Wes and Brenda
Report from Marketing Committee: Sally and Melanie***
- 2015 Budget for the Fair***
- Review Draft of Ten Day Program and give tentative approval***
- TAF Meeting – Jane, denim shirts, hotel rooms, help with showcase
items.***
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December
Board Meeting December 4

Review List of New Events at 89th Fair.
Review and Up-Date List of Sponsors to be solicited; Wes
First Draft of the Budget shared; John
First Draft of Benefits of Sponsorship; Wes/John
Who do we recognize at the 89th Fair; All

January 2015
Board Meeting January 8 (Second Thursday since 1st Thursday is New Year's Day)

All Contracts Requested for Entertainment
State Association of Fairs Convention – Nashville.
Finalize Communications/Solicitation of Sponsors/mail letters/start making
contacts.
Prepare list of contacts with internet calendars/event websites/print publications
including, but not limited to all three major TV Stations in Nashville, UCEMC
Magazine, Farm Bureau Magazine, Senior Times, Celebrations, etc.
Identify Event Committees and hold meetings/review 2014 participation and
adjust 2015 offerings.

Tn Assoc. of Fairs Meeting
January 22-24 Music City Sheraton, Nashville
"Your Time Makes a Difference"

February
Board Meeting February 5

Make any adjustments to Final Plan for Fair Events.
Finalize Budget for Board Approval.
Make Follow-up Contacts with Donors who have not responded
Send Thank You Letters to Donors
General News Release Ready for Board Approval.
Determine if Buying Ad Space
Identify Human Interest Stories
Youth Fair Board Announced and Recruited
Call for list of volunteers with names and addresses.
Make Contact with Department Supt./Chairs of various shows/events confirm
intent to continue in that role.
Finalize all Committees and Class offerings in Fair Book